

Title:	Effective Date:	Grade:	Job Category:
<b>Fleet Electronics and Diagnostics Technician</b>	June 17, 2023	XII	Professional
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## ***CHARACTERISTICS OF WORK***

Under direction of the Fleet Manager, this position is responsible for the collection and dissemination of technical information regarding the diagnostics and repair of vehicle and equipment electronics systems.

## ***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Using reports and analytics from the Fleet Management System, determine which vehicle electronics systems create above average downtime, then develop and implement measures to minimize these issues.
- Attend manufacturers training classes to gather technical information on repair procedures associated with electronic issues.
- Keep abreast of the of the latest diagnostic equipment being offered by the industry.
- Provide support to District technicians to resolve advanced technical issues.
- Disseminate information learned through training and shared experiences to District shops.
- Work with manufacturers to bring their diagnostic software systems to Department shops.
- Gather information from all Department shops on things they have learned and share that information with other shops.
- Establish processes and standards to ensure efficient and effective electronic service operations.
- Establish and maintain a guide for technical service bulletins in the Fleet Management System.
- Establish and maintain a Safety Recall center in the Fleet Management System.
- Advise District Shops on the latest technical tools and techniques for repair of vehicle electronics.
- Provide training to technicians within the Department.

## ***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent of a bachelor's degree in automotive technology, electronics or related field OR the educational equivalent to a diploma from an accredited high school plus four years of related experience in the mechanics involved in diesel and gasoline operated equipment.

Knowledge, skills and abilities: Demonstrated advanced automotive electronic diagnostics ability. Thorough familiarity with the Department's Equipment Preventive Maintenance (PM) Program. Ability to read and speak the English language sufficiently to converse with the general public, to understand highway traffic signs and signals in the English language, and to respond to official inquiries on reports and records. Ability to utilize basic computer skills including a working knowledge of Microsoft Word, Excel, Power Point and Outlook. Ability to interpret and apply Department policies and procedures. Knowledge of the tools and techniques required to perform in-depth diagnostics of modern automotive and equipment electronics. Demonstrated technical writing and proofing skills. Ability to learn and adapt quickly to new software technologies. Ability to communicate clearly and effectively. Well-developed sense of urgency and follow-through. Ability to follow detailed procedures in equipment diagnostics and repair. Self-motivated with strong organizational skills and the ability to multi-task. Ability to train others. Attention to detail.

Working conditions: Equipment repair shop environment. Extensive travel.

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Licenses, registrations and certifications: Valid driver's license. Must obtain a valid Class A commercial driver's license with tanker ("N") endorsement within 180 calendar days of hire or promotion. Successful applicant must meet the physical and mental requirements for a CDL. Failure to obtain the CDL within the 180-day period will result in immediate termination. A pre-employment drug/alcohol test will be conducted after a contingent offer of employment or transfer has been made, and prior to the candidate performing any work for the Department in that capacity. Internal applicants who are already in a safety-sensitive position will not be subject to pre-employment drug/alcohol testing; however, offers to internal applicants who are not in a safety-sensitive position will be contingent upon pre-employment drug/alcohol testing. Subject to additional drug/alcohol testing according to the provisions of the ARDOT Drug and Alcohol Testing Program.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*